



# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*  
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**TOWN COUNCIL**  
Earnest W. Porta, Jr., Mayor  
Jenn Loges, Vice Mayor  
Cindy Fithian  
Laurie Holloway  
Robert E. Love  
Eliot Perkins

**INTERIM TOWN  
MANAGER**  
Adam C. Linn

**TO:** The Honorable Mayor and Town Council

**FROM:** Adam C. Linn, Interim Town Manager

**DATE:** October 4, 2022

**SUBJECT:** Administrative Report

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This is a monthly report to the Town Council that provides general information on departmental activities including administration, public safety, engineering, zoning and building, public works and events.

## Administration

- **Coronavirus Updates:** As of the date of this report, Prince William County's COVID-19 community level is LOW. This is based on the revised guidance issued by CDC in February 2022 on how localities can assess COVID-19 related risk within their communities. The optional masking policy remains in place for town facilities: masking is optional for fully vaccinated individuals; unvaccinated and high-risk individuals should continue to wear masks in public indoor spaces. Staff continues to closely monitor information from the CDC and local health and government authorities to guide decisions about Town activities and policies.
- **ARPA (SLFRF) Update:** The Town Council approved the Town's SLFRF Spending Plan during their July 19, 2022 meeting. The Spending Plan is available on the Town's website at [www.occoquanva.gov/american-rescue-plan-act](http://www.occoquanva.gov/american-rescue-plan-act). The Spending Plan identifies four funding groups: Infrastructure - Parks and Public Spaces; Infrastructure - Energy Efficiencies and Building Upgrades; Infrastructure - Stormwater; and Administrative. Each funding group includes a list of potential uses. With the funding levels approved by group, town staff is continuing to obtain estimates, identify grant opportunities, and assess feasibility for the various projects listed within the Spending Plan. Staff will bring the projects to the Town Council as they are refined for final approval and appropriation. Updates on the status of the Spending Plan implementation will be available on the town's website at the link above.
- **SLFRF Spending Plan Projects:** Town Council approved the McKenzie Street Sidewalk project (Infrastructure - Parks and Public Spaces) at the August 2, 2022 meeting; construction documents have been developed and Town staff is currently coordinating with a potential contractor. At the September 20, 2022 meeting, Town Council set a not-to-exceed amount of \$41,000 SLFRF funding for the Riverwalk Visioning process. More information can be found in its respective section. In addition, staff is actively working on scope and estimate refinement on the following SLFRF proposed projects: River Mill Park Playground and Picnic Area; Riverwalk Expansion Project/Mill House Overlook Expansion; Energy Audit - Town Hall energy and ventilation upgrades; Street Gaslight Conversion Project; process improvements. Stormwater System Plan progress is pending notice of award for potential grant funding.
- **Development Project Updates:** The Mill at Occoquan project's site plan has been submitted and is currently under review; first round comments have been sent to the applicant. Demo is

expected in Fall 2022. The Mill Street Beer Garden project is progressing through construction toward opening and will undergo a secondary inspection. No opening date has been provided.

- **Signage Education:** As part of zoning enforcement, staff is developing a handout highlighting the Town's sign ordinance and will be sent to all businesses and property owners within the B1 district. This is intended to serve as an educational outreach to first educate on the regulations and then follow up with enforcement procedures. On September 27<sup>th</sup>, Town staff reviewed the guide with the Architectural Review Board. Town staff will present the guide at the next OBP Quarterly Meeting on October 4, 2022.
- **VDOT TAP Grant Project:** In early May, we received notification that additional funding for the Transportation Alternatives Set-Aside Program was received through the federal infrastructure bill and that the Ellicott Street Sidewalk (Occoquan Greenway Connection) project was selected. This funding is available for fiscal years 2023-2024 and will be a coordination project with the Town, PWC Transportation and Parks Departments. The project includes trail installation on Union Street to connect a planned off-road trail section of the Occoquan Greenway Trail, sidewalk improvements along Ellicott Street, and construction of a sidewalk section between Poplar Alley and Mill Street along Ellicott Street. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting. Staff will work with County staff in administering this project. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).
- **Riverwalk Visioning Process:** With the approval of Town Council, Town staff has secured a contract with the Berkley Group to support the Planning Commission on its Riverwalk Visioning process. The process will involve multiple opportunities for community input and produces visioning documents, maps, and vignettes that will help the Town and potential partners visualize the future Riverwalk. In addition, staff is continuing to work with the Planning Commission to develop a Community Plan as an addendum to the Town's Comprehensive Plan. The 2021 update of the Comprehensive Plan was approved at the December 7, 2021 Town Council meeting.
- **Regional Hazard Mitigation Plan Update:** Town staff is participating in the update to the Northern Virginia Hazard Mitigation Plan, which is updated every five years.
- **VDOT Road Paving Update:** On July 18, VDOT contractors began milling, paving, and marking operations within the town's historic district. Work concluded the week of July 31, 2022. Town staff is currently working with VDOT to resolve a 'punch list' of various concerns related to the road paving. VDOT completed work on raising the stormwater inlet on Mill Street near the corner of Mill and Union and created paving transitions to alleviate sidewalk flooding near 203 Union Street. Remaining items include resurfacing curbs on Mill Street and addressing standing water on Mill Street near Washington Street.
- **FY2023 Capital Projects:** Yellow curbs were painted after VDOT paving was completed in the historic district. Repairs to West Locust Street sidewalk are complete. Updates on FY2023 capital projects will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).
- **Mill Street Water Issue:** Town staff is reinstalling the temporary pipe to direct water from the pipe at 426/430 Mill Street to the Ellicott Street stormwater inlet. The recrowning work completed by VDOT contractors in June along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. As a result, water is continuing to flow across Mill Street instead of traveling along the curb line to the Ellicott Street inlet. Staff is reviewing permanent solutions to address this continued stormwater issue in this area. VDOT has advised no further crowning work will be conducted in response to this issue. In the meantime, staff will continue to maintain the temporary pipe. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).
- **Block the Box:** Town staff met with VDOT representatives to discuss opportunities to improve signage and markings indicating prohibition of blocking the intersection at Rt 123 and

Commerce Street. Staff had a positive conversation with VDOT and they will be looking into installing additional signage on the signal arm and adding additional markings in the intersection. They indicated that they would not be able to install the improvements until later this year due to staffing and timing issues. OPD will be launching a Don't Block the Box education and enforcement campaign at the intersection to improve compliance and educate drivers. Staff will continue to coordinate with VDOT and monitor this issue.

- **Community Flood Preparedness Fund Grant Request:** In April, town staff prepared and submitted a grant application for the third round of the Virginia Community Flood Preparedness Fund administered by the Virginia Department of Conservation and Recreation (DCR). The grant request is for \$131,250 to fund the development of a Resilient Stormwater and Flood Management and Implementation Plan. The plan will evaluate the Town's stormwater and flood resilience and ultimately result in an actionable plan that when implemented, increase the town's overall resiliency and response to the impacts of climate change within the community and region. Town staff received feedback on September 28, 2022, and is currently working with DCR to supply more information for the grant determination.. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).
- **Litter Grant:** Town staff has submitted its annual application for DEQ's non-competitive Litter Grant program for FY2023. In 2021, the General Assembly allocated up to 5% of the net resources allocated for the Litter Control and Recycling Fund for the operation of public information campaigns to discourage the sale and use of expanded polystyrene (EPS) products and to promote alternatives to EPS in the Commonwealth. This year, localities applying for the non-competitive grant can opt to receive additional funding to implement the EPS program. The Town has opted in for this additional funding and will be working on a public information campaign regarding this issue later this fiscal year. Staff will provide more information as we move through this process.
- **River Mill Park Playground Grant:** In August, Town staff prepared and submitted a grant request for \$25,000 through the Get Outdoors (GO) grant program of the Virginia Outdoors Foundation (VOF) to assist in the construction of a concrete base for the future playground in River Mill Park. A decision on the application is expected on October 11, 2022. The River Mill Park Playground and picnic area project is included in the Town's SLFRF Spending Plan.
- **DEQ ARPA Wastewater Funds 2022 Appropriation:** The Town has received through the Department of Environmental Quality (DEQ) up to \$325,000 in ARPA funding for wastewater and stormwater remediation as a result of a funding request made by Mayor Porta in November 2021. Town staff, along with Mayor Porta and Council Member Love, attended a kickoff meeting with DEQ in August. Town staff submitted an initial program application on September 28, 2022, for part of the funding for storm water remediation through sediment removal from the Occoquan River in the areas of 101 Poplar Lane and Mill Street, Gaslight Landing (locations where stormwater has created significant sediment buildup). Staff will provide more information as we move through this process.
- **Flood Sensor:** Prince William County Office of Emergency Management installed a cellular data collection box and water sensor on the Town dock on September 20th.

**Treasurer Report - Supplemental Information**

The July 2022 Financial Report is included in the Town Council agenda packet. Highlights from the current report are below, as well as additional information regarding current delinquencies.

<b>BPOL Tax Delinquencies</b>		
<b>Business Name</b>	<b>Years of Delinquency</b>	<b>Date of Last Notice/Status</b>
GHR INVESTMENTS, LLC	1	8/25/2022

Transient Tax Delinquencies		
Business Owner	Months of Delinquency	Date of Last Notice/Status
N/A	N/A	N/A

Meals Tax Delinquencies		
Business Name	Months of Delinquency	Date of Last Notice/ Status
BANN THAI OLD TOWN	2	9/29/2022
BABBANME LLC	6	9/29/2022

Real Estate Delinquencies*				
Property Owner	Years of Delinquency	Delinquent Tax Amount*	Date of Last Notice	Notes
GRANNY'S COTTAGE INC	6	\$403.20	5/24/2022	
HOUGHTON RONALD W ETAL	4	\$70.08	5/25/2022	
LIGHT MARK D & RINA KOCSANY J-T SUR	1	\$10.08	7/11/2022	

\*Excludes penalties and interest

## Engineering

- **FEMA Flood Insurance Rate Map (FIRM) - no change from last report:** Minor changes suggested on stream names. Town website included notification of changes to FIRM. Expected adoption of new mapping spring 2022 - FEMA will issue a "Revised Preliminary" map, after which there will be another 90-day appeal period. Following resolution of any comments FEMA will issue a Letter of Final Determination, with an effective date. May require update of ordinance.
- **Rivertown Overlook Project - no change from last report:** Land Disturbance Permit issued - construction proceeding. Erosion inspections reduced to monthly.
- **Mill at Occoquan - no change from last report:** Floodplain study comments by FEMA issued and resubmitted by applicant June 28, 2022. Site plan submitted June 4, 2022, with Town and VDOT comments provided to Applicant's engineer on July 19, 2022. PWCSA review forwarded directly to project engineer July 8, 2022. PWC Fire Marshall's office requesting plans be submitted directly to them through the County's ePlan review system.
- **Community Strategy - no change from last report:** Met with Planning Commission to review options for Riverwalk on June 28, 2022.
- **Stormwater Management Grants - no change from last report:** Reviewing various grant and loan opportunities for multiple projects throughout Town. Grant request forwarded to Department of Conservation and Recreation (DCR) for Virginia Community Flood Preparedness Fund on April 8, 2022.
- **State Local Fiscal Recovery Funds (SLFRF)**
  - **McKenzie Drive Sidewalks - update from last report:** Part of SLFRF Funding. Construction documents completed and to Interim Town Manager.
  - **Playground Structure in River Mill Park - update from last report:** Met with Town Manager and Fairfax Water on June 21, 2022, to begin discussions on engineering design for potential future installation of a playground structure in River Mill Park. Town Manager working to establish playground type and fixtures to determine impact on FCWA infrastructure. Previous structural calculations for stage reviewed with option to use outside consultant under consideration. Sketch plan will be required.
  - **Washington Street - update from last report -** Legacy provided cost estimate for work (in excess of \$500K).
- **FCWA River Crossing Construction - no change from last report:** Project delayed, but

expected to begin in the fall.

- **200 Mill Street - Beer Garden - update from last report:** Land Disturbance Permit issued. Bonds and agreements posted and executed. Construction nearing completion and developer has requested bond release. Bond release being held to resolve site plan update.
- **127 Washington Street - landscape plan - no change from last report:** landscape plan submitted and reviewed with comments requesting changes to comply with native planting requirements.
- **Site Plans/Plats Under Review or Being Discussed with Owner/Tenant:**

Address	Plan Number	Use	Status
Mill at Occoquan	SP2022-001	Mixed Use project	First submission 6/4/22, comments provided 7/19/22
103 Poplar Lane	SKE2022-003	Add swimming pool	First submission 9/9/2022
103 Poplar Lane	WQA2022-004	Add swimming pool	First submission 9/9/2022

## Zoning Administrator

A. The following is a list of **zoning reviews** from September 1 to September 30, 2022:

	Zoning Application #	Property Address	Activity
1	TZP2022-033	90 Washington Street	Add deck to rear yard
2	TZP2022-034	205 Commerce Street	Add dryer vent
3	TZP2022-035	201 Union Street	Add concrete pad to rear

B. The following is a list of **new violation letters** from September 1 to September 30, 2022:

	Property Address	Violation #	Violation	Town Action
1	201 Union Street	OZV-2022-13	Refuse overflowing; Presence of vermin	Letters sent by certified mail to tenants and property owners 9/15/22

C. The following is a list of **active/previous violations** from September 1 to September 30, 2022:

	Property Address	Violation #	Violation	Town Action
1	127 Washington St.		Tree removal without permit	Letter sent on 6/10/22. On-site meeting held on 6/29 to discuss abatement and next steps. Plan to be submitted by 8/8/22. Comments sent on 8/26/22.

## Building Official

The Building Official monthly report provided by Prince William County for the month of September is attached.

## Public Safety

### Departmental Goals

- Goal 1: Provide for the public safety of the persons and property of the residents, businesses, and visitors of the Town of Occoquan.
- Goal 2: Promote a professional and accountable police department.
- Goal 3: Promote safe roads and sidewalks in the Town of Occoquan.

### Current Initiatives

Continued patrol and business coverage in town. Continued community policing and safe sidewalks. Continued speed enforcement on Route 123, Washington Street, and Union Street/Tanyard Hill Road. Continued DMV selective enforcement grants to address impaired driving, reduce accidents, and increase pedestrian safety.

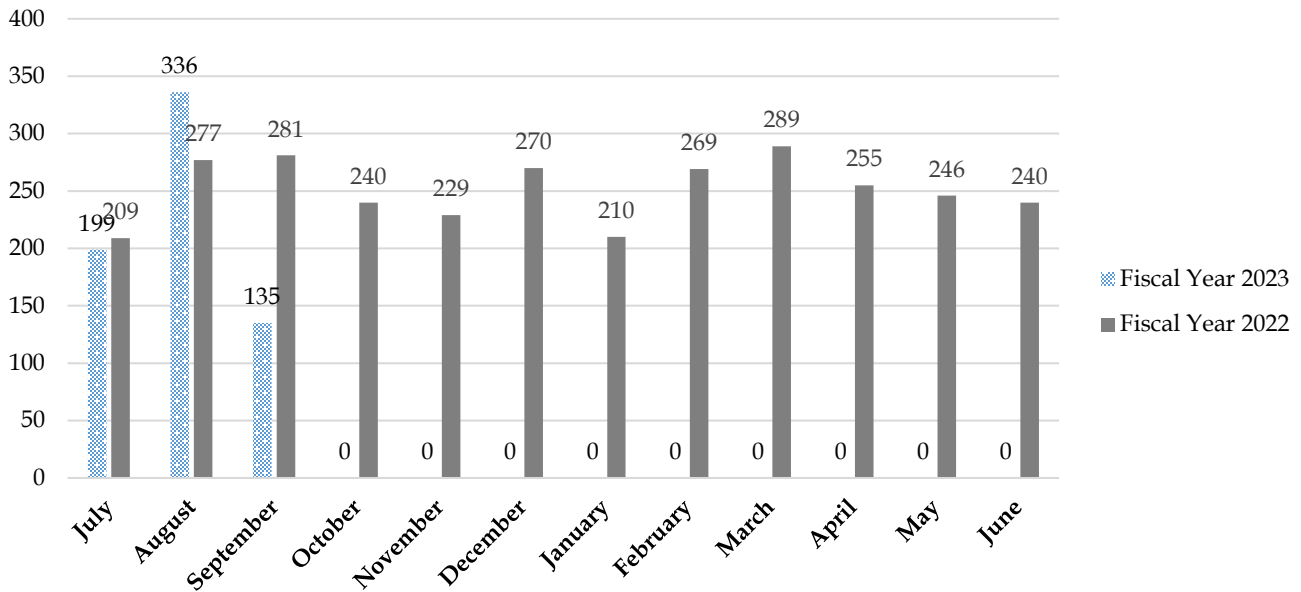
**Community Relations**

Provided public safety patrols during Town events (Trivia Night, Fall Arts & Crafts Show). Engaged in foot patrols throughout historic district and Town boardwalk. Officers spoke with business owners and residents throughout the month.

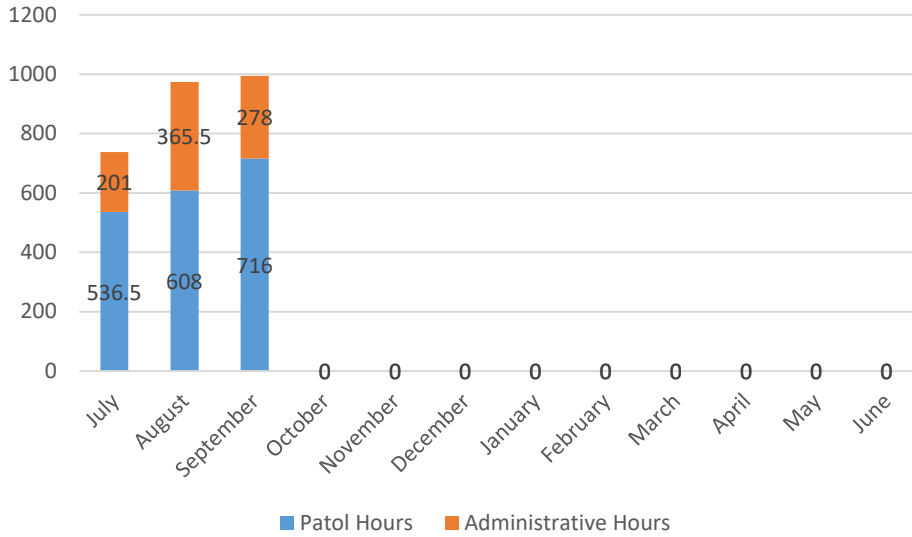
**Patrol and Enforcement Activities**

As of September 27<sup>th</sup>, during the month of September, the Town Police made 51 business checks and 118 park checks. The Town Police also had 127 calls for service, with 11 trespassing calls, 8 suspicious person/vehicle/circumstance calls, 8 disorderly in progress calls, 7 vehicle crashes, 7 medical/mental health calls, 5 roadway obstruction calls, 5 disabled vehicles/motorist assist calls, 4 impaired driving calls, 4 animal calls, 4 domestic in progress calls, 2 downed lines calls, 2 drunk in public calls, 2 missing person calls, 2 DUI arrests, 1 drug complaint call, 1 traffic control call, 1 hit and run call, 1 welfare call, 1 burglary in progress call, 1 illegal fireworks call, 1 noise complaint, 1 Hazmat call, 1 phone harassment call, 1 racing call, multiple service/assist calls, and made 2 custodial arrests, issued 135 traffic summonses, 43 parking violations, and 47 warnings.

**Traffic Summonses FYTD (GRAPH)**



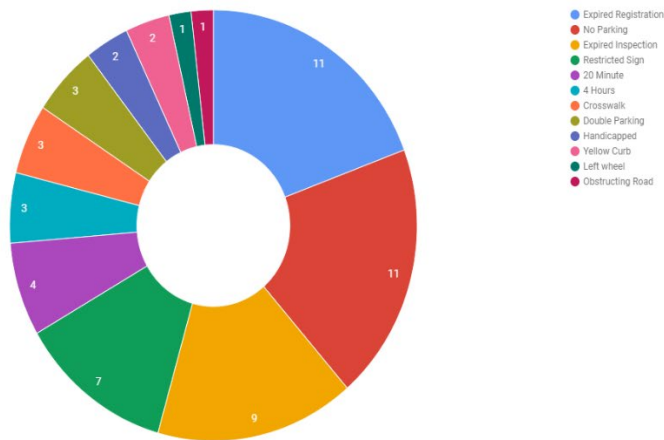
### Patrol/Administrative Hours FYTD (GRAPH)



### Parking Enforcement (CHART/GRAPH)

	Parking Tickets	Warning
July	56	1
August	77	3
September	43	2

Total Parking Enforcement  
Occoquan VA - Tickets By Violation (Month To Date)

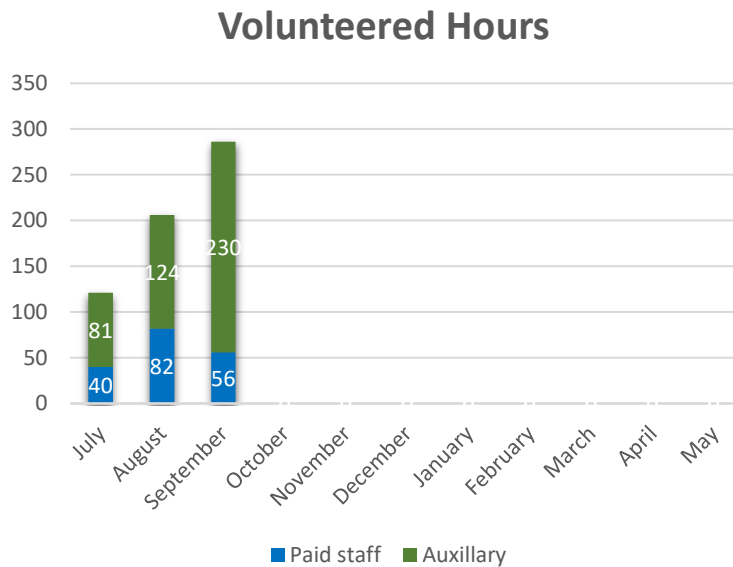


Data as of 9/27/2022, 12:00:00 AM



## Volunteer in Police Service

For Fiscal Year 2023, our auxiliary police officers and paid police staff have donated a total of 613 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff:



## Public Works

### Weekly Activities

The Public Works Department engages in the following regular maintenance activities:

Activity	Daily, M-F	Sat/Sun	Weekly	Monthly	Notes
Trash Collection/Check	X	X			Weekend checks during high traffic seasons
Street Sweeping			X		Sweeping Season: April - October
Check/Repair Gaslights	X				Review and schedule repairs as needed
Check/Repair Gaslight Banners	X				
Check/Clean Trash/Recycling Cans			X		Clean as needed
Check/Replace Doggie Bags			X		
Check/Clear Storm drains			X		Weekly + Storm Prep
Check Public Restrooms	X	X			Weekend checks during high traffic seasons
Contractor Cleaning - RMP			X		Contractor cleans Fridays and Mondays
Check Tanyard Hill Park			X		Review and schedule repairs as needed
Check Mamie Davis Park and Boardwalk	X				Review and schedule repairs as needed
Check River Mill Park	X				Review and schedule repairs as needed
Check Furnace Branch Park			X		Review and schedule repairs as needed
Minor Brick Sidewalk Check/Repairs			X		Review and schedule repairs as needed



Check/Replace Flags		X	
Maintain Town Equipment		X	Vehicle and small engine repair, seasonal and as needed
Maintain Town Buildings		X	Review and schedule repairs as needed
Clean Town Vehicle		X	Ensure cleanliness and care of town vehicle
Maintain Annex/PW Facility	X		External and Internal clean up and organization
Check/Maintain Dumpster and storage area			X
Water Flowers	X		Seasonal
Graffiti Check/Removal	X		
Litter Check/Removal	X		

**Maintenance Highlights (September 2022)**

- Prepared signage, bus stops, and event spaces for; supported vendors and events during; and tore down and cleaned up after Fall Arts and Crafts Show.
- Moved mill stone from center of River Mill Park to presentation site next to footbridge.
- Completed renovations to main floor of Town Hall staff offices.
- Contracted holiday decoration installation and storage from 2022 through 2024.

**Upkeep and Maintenance Projects**

Below is an updated list of maintenance activities with statuses updated as of September 29, 2022:

Project	Not Started	In Progress	Completed	Notes
Town Hall Kitchen Remodel	X			Delay until FY23
River Mill Bathroom Upgrades	X			Touchless faucet
Repair Town Hall Eve Damaged due to Tree	X			Need Quote
Install Custom Bricks at River Mill Park		X		Ongoing
Backup Generator Project		X		Seeking Grant - Annex
Paint street sign poles black outside of historic district		X		
Paint Yellow curbs			X	Scheduled for after VDOT Paving
Address dirt area near LOVE sign steps		X		Working with landscaper
Repair concrete steps at Town Hall	X			
Clean/Maintain River Mill Park Light/Poles		X		
Clean off Kayak Ramp		X		Requires occasional debris removal
Coordinate with VDOT on cleaning up Rt 123 ahead of Craft Show			X	
Install curb stops along fence line in Town parking lot	X			
VDOT to make repairs to footbridge decking		X		
Replant flower pots on riverwalk by MDP	X			
Repair A-Frames for Craft Show			X	

Project	Not Started	In Progress	Completed	Notes
Remove graffiti from under bridge (ongoing), town		X		Ongoing
Replace sensor at RMP for park lights	X			Quote Received
Winterize MDP (contractor)	X			Fall 2022
Wash windows at Town Hall (contractor)	X			Spring 2023
Repair town portable generator	X			
Repair Holiday Wreaths	X			Fall 2022
Install Holiday Wreaths	X			Fall 2022
Install Bows and Select Lights for Holiday Decorations	X			Fall 2022
Support tree lighting event	X			Nov-22
Complete minor brick repairs		X		Various locations throughout historic district
Complete repairs on Riverwalk/dock - replace boards; reattach; safety issues			X	
Schedule power wash of Riverwalk/dock		X		Contractor terminated; seeking another contractor
Clean out leaves in front of Town Hall	X			Fall, ongoing
Support HolidayFest Event	X			Set up, day of support, clean up
Clean up and organize PW Annex		X		
Main Office Reorganization - Town Hall			X	
Support Winter Weather Events	X			
Remove and store holiday decorations	X			Jan-23
Building maintenance - light repairs at town hall	X			Contact electrician
Coordinate spring flower planting with landscaper	X			Spring 2023
Order/replace signs at dock	X			
General repairs at RMP Bathroom - lights, baseboard		X		
Clean and touch up paint on Gaslights	X			Spring 2023
Repair/update signage on MDP Entry sign	X			
Replace HVAC at Town Hall		X		
Install/repair event banners as needed		X		Ongoing
Seal crack at Town Hall RE: Water issues (ongoing)		X		Must watch
Replant flower pots in Town ROW	X			Fall 2022, Spring 2023
Maintain temporary pipe to redirect water flow down Mill Street to Ellicott/Mill stormwater inlet		X		Watching and repair as necessary
Assist with preparation for Peep Week events	X			Spring 2023

Project	Not Started	In Progress	Completed	Notes
Support Friends of the Occoquan River Cleanup event	X			Fall, Spring
Move Mill Stone to display location in RMP			X	Display rock placed
Plant tree in RMP - Tree City USA requirement		X		Scheduled October 6
Plant trees along Washington Street garden area	X			Fall 2023
Plant liriopie along Mill Street sidewalk buffer in front of 402 Mill Street (dirt area with tree roots)	X			Fall 2023
Spray and seed MDP	X			Fall 2023
Clean public trash and recycling cans	X			Spring 2023
Plant groundcover at RMP along fence line near Mill House Museum and near footbridge bed		X		Fall 2023
Address garden bed along Washington Street near crosswalk	X			Spring 2023
Cut back vegetation on River Road		X		Monitor
Coordinate Footbridge walkway repairs		X		
Remove old/broken bird houses and poles from Furnace Branch and near the public art banner		X		
Cut bolts on parking signs		X		
Keep public art banner secure; remove when property owner has replacement banner	X			
Support monthly RMP events		X		Trivia night, concerts, theater
Paint Lower level outside of Town Hall - white part	X			
Supply and install signage for Fall Craft Show parking			X	
Hang Town Hall Dedication Resolution in Town Hall			X	
Paint white stripes in no parking in front of Madigans			X	
Paint yellow curb to delineate no parking area on Commerce			X	
Coordinate with VDOT to improve Block the Box		X		Scheduled Fall 2022
Install Holiday Bows and Select Lights	X			
Contract Holiday Decorations Firm			X	Contract signed and 50% paid

**Brick Installation and Maintenance Projects** - Below is the status of the replacement and maintenance of sidewalk bricks:

Location	Not Started	In Progress	Completed	Notes
Town Hall	X			FY2023
Minor Brick Repairs		X		Repairs and replacement ongoing; loose and missing brick repairs ongoing
Union/Mill Street Intersection	X			Obtaining estimates to install ramp at Union/Mill Street (currently a step down curb) Not budgeted; only obtaining estimates at this time.

## Events and Community Development

- **Movie in the Park - Beetlejuice:** Friday, October 21 at 7:00pm. Tickets \$10 each or 2 for \$15 / Kids 12 & under free. Popcorn, candy, and kid & adult beverages will be available for purchase in the park.
- **Trivia Night - October 28, 2022:** Join us for the final Trivia Night of the season. Six rounds of quirky questions and winner takes all. Food and adult beverages are available for order from The Spot on Mill Street. The theme of the night is Murder and Mystery. [More information.](#)

## Spirits & Spirits

- **Haunted Maze:** On Saturday, October 29 Patriot Scuba hosts the Haunted Maze, rated PG-13 (for adults and brave, older kids). Enter the maze through the spooky Spirit Garden, then navigate your way through 15 themed areas full of scary skeletons, creepy crawlies, and ghoulish goblins. Admission to the maze is \$10 for ages 13+ and \$5 for 12 and under. Tickets are available for purchase at the door or in advance. The maze is not recommended for young children as it may be too scary. All event proceeds from the Haunted Maze & Spirit Garden benefit local non-profit Patriots for Disabled Divers. Free shuttle service will be available Saturday, October 29. Park at the Rt. 123/Old Bridge commuter lot and be taken directly to the Haunted Maze and Spirit Garden.
- **Costume Parade & Contest - Saturday, October 29:** Join the Town of Occoquan's family-friendly Occoquan Costume Parade & Contest from 10:00am-12:00pm. Starting at 10:00am, Mayor Porta will lead the parade down Mill Street to River Mill Park, where costume judging will take place. Judging categories include: cutest, scariest, funniest, most original, and family/group. 1st place winners in each costume category will be awarded \$25 gift certificates that can be used in select businesses throughout town. There is no fee to participate.
- **Vote & Win! Contest - October 28-29:** Stroll through historic Occoquan on Friday, October 28 and Saturday, October 29 and vote for the best decorations, costumes, and jack-o-lanterns at your favorite businesses.
- **Shop Late in Occoquan - Saturday, October 29:** Occoquan businesses will be open until at least 8pm or later. Free shuttle service runs from 4-10pm from the Rt. 123/Old Bridge commuter lot.

**Town of Occoquan - Permit Report  
September 2022**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation
ELE2016-04490	204 BRAWNERS FARM PL	200 Amp Panel Change	Electrical	Issued	R - Alteration/Repair	04/28/2016		0.00	\$3,200.00
ELE2023-01004	1521 COLONIAL DR	Replace existing electrical outlet for Washer machine with a new 20 PSTD2023-00020 amp TR GFCI. Check existing dedicated 20 amp 120v circuit and replace it if necessary	Electrical	Finalized	C - Alteration/Repair	09/01/2022	09/08/2022	676.00	\$375.00
ELE2023-01065	1521 COLONIAL DR	PSTD2023-00021 - Water Damage to Unit T3 (Lower Level) Replace the Cutler Hammer tan handle breakers due to water intrusion - (2) 2 pole 30 amp breakers - (6) single pole 20 amp breakers - (4) single pole 15 amp breakers - (1) white 20 amp GFI receptacle located in wall of the kitchen	Electrical	Finalized	C - Alteration/Repair	08/26/2022	08/30/2022	1,200.00	\$1,500.00
BLD2023-01042	205 COMMERCE	Remodel two bathrooms 2ND FLOOR, NON STRUCTURAL INTERIOR A/R	Building	Issued	R - Alteration/Repair	08/26/2022		150.00	\$5,000.00
ELE2023-01253	205 COMMERCE	Remodel two bathrooms 2ND FLOOR, NON STRUCTURAL INTERIOR A/R	Electrical	Issued	R - Alteration/Repair	08/31/2022		150.00	\$1,500.00
MEC2023-00620	205 COMMERCE ST	Replace Dryer Vent***NEED APPROVAL FOM TOWN OF OCCOQUAN**	Mechanical	Pending	R - Alteration/Repair			0.00	\$150.00
PLB2023-00516	205 COMMERCE	Renovate Master bathroom as well as second floor hall bathroom	Plumbing	Issued	R - Alteration/Repair	09/11/2022		0.00	\$7,600.00
BLD2022-02702	312 COMMERCE ST	150 lf floor joist ,390 lf floor joist replacement , 48 lf sil plate, 375 sf sub floor replacement , 3 intellijacks	Building	Issued	R - Alteration/Repair	02/02/2022		390.00	\$25,000.00
BLD2022-06847	312 COMMERCE	FLOOR AND ROOF REPAIR AFTER CHIMNEY REMOVAL.	Building	Issued	R - Alteration/Repair	07/26/2022		20.00	\$5,000.00

BLD2022-07449	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTAIRS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ADD SMALL GALLEY KITCHEN TO UPSTAIRS SPACE. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Building	Issued	R - Alteration/Repair	06/02/2022		480.00	\$20,000.00
ELE2022-04507	312 COMMERCE ST	REPLACING 200 AMP PANEL - DID NOT RUN ANY NEW CIRCUITS, NEW CIRCUITS RUN BY HOMEOWNER AFTER THE FACT	Electrical	Issued	R - Alteration/Repair	03/24/2022		0.00	\$2,300.00
ELE2023-01050	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTARIS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Electrical	Issued	R - Alteration/Repair	08/25/2022		480.00	\$10,000.00
MEC2023-00021	312 COMMERCE	Ductless Hvac for building	Mechanical	Issued	R - Alteration/Repair	08/12/2022		0.00	\$35,000.00
MEC2023-00394	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTARIS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Mechanical	Issued	R - Alteration/Repair	08/25/2022		480.00	\$20,000.00
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Pending	R - Alteration/Repair			2,500.00	\$500.00

PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Pending	R - Alteration/Repair			2,500.00	\$500.00
PLB2023-00432	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTARIS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Plumbing	Issued	R - Alteration/Repair	08/25/2022		480.00	\$20,000.00
BLD2021-07195	459 FORTRESS WAY	Installation of a new timber retaining wall with 6 x 6 pressure treated lumber. Inclusive of backfill and compact excavated areas with finished grade sloped and the installation of a new foundation drainage system and new clean stone.	Building	Issued	C - Retaining Wall	11/05/2021		1,200.00	\$20,000.00
BLD2022-06756	126 MILL ST	TLO & Occupancy permit for the A-2 use of an outdoor seating area for a beer garden w/two 800 SF pergolas. Adjacent kitchen and bathroom permit is BLD2022-03797. Anticipated power service will be under a separate permit.	Building	Pending	C - Tenant Layout			1,800.00	\$8,500.00
BLD2022-03797	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN (KITCHEN & BATHROOM BUILDING) IN THE TOWN OF OCCOQUAN. □ OUTDOOR SEATING AREA PERMIT - BLD2022-06756	Building	Issued	C - Tenant Layout	05/05/2022		708.00	\$2,500.00
ELE2022-03957	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Electrical	Pending	C - Tenant Layout			708.00	\$2,500.00
MEC2022-01673	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanical	Pending	C - Tenant Layout			708.00	\$2,500.00
MEC2022-01674	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanical	Pending	C - Tenant Layout			708.00	\$2,500.00
PLB2022-01611	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Plumbing	Issued	C - Tenant Layout	05/13/2022		708.00	\$2,500.00

PLB2022-02374	314 MILL ST	water pipe replacement of bathroom (not fixtures), interior building drain/groundworks replacement	Plumbing	Issued	C - Alteration/Repair	04/12/2022		0.00	\$10,000.00
BLD2023-01811	402 MILL ST	reinforce old floor joists and add steel diaphragm to brace brick walls against wind load. Remove non structural walls and one structural wall.	Building	Pending	C - Alteration/Repair			0.00	\$19,000.00
ELE2022-06383	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Electrical	Pending	C - Tenant Layout			1,300.00	\$12,000.00
GAS2022-02325	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Gas	Pending	C - Tenant Layout			1,300.00	\$12,000.00
MEC2022-02843	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Mechanical	Pending	C - Tenant Layout			1,300.00	\$12,000.00
PLB2022-02785	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Plumbing	Pending	C - Tenant Layout			1,300.00	\$12,000.00
BLD2022-04172	406 MILL ST	Pergola encompassing back patio. with removeable vinyl sides and top for inclement weather.	Building	Finalized	C - Accessory Structure	04/21/2022	09/16/2022	250.00	\$1,000.00
BLD2022-01583	416 MILL ST	(SEE BCE2021-00265) Construct a covered roof over existing patio. Located in the rear of the existing restaurant bldg and does not increase the previous occupant load.	Building	Issued	C - Tenant Layout	03/01/2022		293.00	\$4,000.00
ELE2022-03572	416 MILL ST	(SEE BCE2021-00265) Construct a covered roof over existing patio. Located in the rear of the existing restaurant bldg and does not increase the previous occupant load.	Electrical	Finalized	C - Tenant Layout	07/14/2022	08/19/2022	293.00	\$4,000.00
ELE2022-03572	416 MILL ST	(SEE BCE2021-00265) Construct a covered roof over existing patio. Located in the rear of the existing restaurant bldg and does not increase the previous occupant load.	Electrical	Finalized	C - Tenant Layout	07/14/2022	08/19/2022	293.00	\$4,000.00



ELE2022-02501	440 MILL ST	correct crawl space wiring	Electrical	Finaled	C - Alteration/Repair	11/18/2021	07/29/2022	0.00	\$500.00
BLD2021-06635	450 MILL ST	TLO FOR POPPS	Building	Issued	C - Tenant Layout	05/03/2022		737.00	\$125,000.00
ELE2022-00482	450 MILL ST	TLO FOR POPPS	Electrical	Pending	C - Tenant Layout			737.00	\$125,000.00
MEC2021-02381	450 MILL ST	THE COTTAGE - TLO	Mechanical	Pending	C - Tenant Layout			737.00	\$125,000.00
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Pending	C - Tenant Layout			737.00	\$125,000.00
BLD2022-02422	458 MILL ST	TEMPORARY INFLATABLE MOVIE SCREEN - EVENT ON 10/23/2021	Building	Finaled	C - Temporary Activity	10/22/2021	09/23/2022	0.00	\$500.00
BLD2022-06163	101 POPLAR LN	**REVISED 5/9/2022** - FINISH BASEMENT - rec room, wet bar, powder room, den and existing lounge NO ADDITIONAL BEDROOM NON STRUCTURAL	Building	Finaled	R - Alteration/Repair	04/21/2022	08/15/2022	563.00	\$39,815.00
ELE2022-05240	101 POPLAR LN	FINISH BASEMENT - rec room, wet bar, powder room, den and lounge NO ADDITIONAL BEDROOM NON STRUCTURAL	Electrical	Finaled	R - Alteration/Repair	04/22/2022	08/15/2022	899.00	\$1,200.00
PLB2022-02506	101 POPLAR LN	FINISH BASEMENT - rec room, wet bar, powder room, den and lounge NO ADDITIONAL BEDROOM NON STRUCTURAL	Plumbing	Finaled	R - Alteration/Repair	04/22/2022	08/15/2022	899.00	\$800.00
BLD2022-00079	109 POPLAR LN	CUSTOM SFD	Building	Issued	R - New Single Family Dwelling	03/01/2022		4,938.00	\$640,000.00
ELE2023-00992	109 POPLAR LN	CUSTOM SFD - TEMP ON POLE FOR CONSTRUCTION	Electrical	Issued	R - New Single Family Dwelling	08/18/2022		4,938.00	\$640,000.00
BLD2022-06898	208 POPLAR ALY	New tenant layout for a Micro Bar. Interior renovation to include a warming kitchen (no hood), bar service & the demolition of a section of the existing upper floor area to create a mezzanine. The reaming floor area to be walled off as an attic space.	Building	Issued	C - Tenant Layout	07/29/2022		182.00	\$5,000.00
ELE2022-06643	208 POPLAR ALY	New tenant layout for a Micro Bar. Interior renovation to include a warming kitchen (no hood), bar service & the demolition of a section of the existing upper floor area to create a mezzanine. The reaming floor area to be walled off as an attic space.	Electrical	Issued	C - Tenant Layout	08/04/2022		182.00	\$5,000.00

MEC2022-02770	208 POPLAR ALY	New tenant layout for a Micro Bar. Interior renovation to include a warming kitchen (no hood), bar service & the demolition of a section of the existing upper floor area to create a mezzanine. The reaming floor area to be walled off as an attic space.	Mechanical	Issued	C - Tenant Layout	08/04/2022		182.00	\$5,000.00
PLB2022-03056	208 POPLAR ALY	New tenant layout for a Micro Bar. Interior renovation to include a warming kitchen (no hood), bar service & the demolition of a section of the existing upper floor area to create a mezzanine. The reaming floor area to be walled off as an attic space.	Plumbing	Issued	C - Tenant Layout	08/04/2022		182.00	\$5,000.00
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Building	Finaled	R - New Townhouse	03/22/2018	08/10/2022	2,754.00	\$45,000.00
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Electrical	Finaled	R - New Townhouse	04/29/2019	08/10/2022	2,754.00	\$45,000.00
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Gas	Finaled	R - New Townhouse	10/22/2018	08/10/2022	2,754.00	\$1,000.00
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Finaled	R - New Townhouse	11/20/2018	08/10/2022	2,754.00	\$5,500.00
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Plumbing	Finaled	R - New Townhouse	10/22/2018	08/10/2022	2,754.00	\$10,000.00
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE	Building	Finaled	R - New Townhouse	03/22/2018	08/12/2022	3,246.00	\$45,000.00
ELE2022-01737	1552 RIVERTOWN PL	INSTALL 200 AMPS SERVICE / LTS/SW/SM/ OUTLETS	Electrical	Finaled	R - New Townhouse	10/11/2021	08/12/2022	3,246.00	\$7,000.00
GAS2022-00768	1552 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION**FIREPLACE REMOVED 1/26/2022 SEE ATTACHED EMAIL	Gas	Finaled	R - New Townhouse	10/15/2021	08/12/2022	3,246.00	\$2,000.00
MEC2022-00972	1552 RIVERTOWN PL	Installation of A/C, gas furnace, and ductwork	Mechanical	Finaled	R - New Townhouse	10/25/2021	08/12/2022	3,246.00	\$9,500.00
PLB2022-00888	1552 RIVERTOWN PL	ROUGH IN PLUMBING FOR NEW CONSTRUCTION**ADD ON WATER SERVICE SEE ATTACHED EMAIL**	Plumbing	Finaled	R - New Townhouse	10/15/2021	08/12/2022	3,246.00	\$5,000.00

BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE	Building	Finaled	R - New Townhouse	03/22/2018	08/10/2022	3,246.00	\$45,000.00
ELE2022-01736	1554 RIVERTOWN PL	INSTALL 200 AMPS SERVICE SW/ SM / OUTLETS / LTS	Electrical	Finaled	R - New Townhouse	10/11/2021	08/10/2022	3,246.00	\$7,000.00
GAS2022-00767	1554 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION**FIREPLACE REMOVED 1/26/2022 SEE ATTACHED EMAIL	Gas	Finaled	R - New Townhouse	10/15/2021	08/10/2022	3,246.00	\$2,000.00
MEC2022-00971	1554 RIVERTOWN PL	Installation of new A/C, gas furnace, and ductwork	Mechanic al	Finaled	R - New Townhouse	10/25/2021	08/10/2022	3,246.00	\$9,500.00
PLB2022-00887	1554 RIVERTOWN PL	ROUGH IN PLUMBING FOR NEW CONSTRUCTION**ADD ON WATER SERVICE SEE ATTACHCED EMAIL	Plumbing	Finaled	R - New Townhouse	10/15/2021	08/10/2022	3,246.00	\$5,000.00
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Building	Finaled	R - New Townhouse	03/22/2018	08/10/2022	2,754.00	\$45,000.00
ELE2019-04220	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Electrical	Finaled	R - New Townhouse	04/29/2019	08/10/2022	2,754.00	\$45,000.00
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Gas	Finaled	R - New Townhouse	10/22/2018	08/10/2022	2,754.00	\$1,000.00
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanic al	Finaled	R - New Townhouse	11/21/2018	08/10/2022	2,754.00	\$5,500.00
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Plumbing	Finaled	R - New Townhouse	10/22/2018	08/10/2022	2,754.00	\$10,000.00
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE	Building	Finaled	R - New Townhouse	03/22/2018	08/10/2022	3,246.00	\$45,000.00
ELE2022-01735	1556 RIVERTOWN PL	Install 200 amps service / outlet's / SW/ SM/ LTS by code	Electrical	Finaled	R - New Townhouse	10/11/2021	08/10/2022	3,246.00	\$7,000.00
GAS2022-00766	1556 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION**FIREPLACE REMOVED 1/26/2022 SEE ATTACHED EMAIL	Gas	Finaled	R - New Townhouse	10/15/2021	08/10/2022	3,246.00	\$2,000.00
MEC2022-00973	1556 RIVERTOWN PL	Installation of A.C, gas furnace, and ductwork	Mechanic al	Finaled	R - New Townhouse	10/25/2021	08/10/2022	3,246.00	\$9,500.00

PLB2022-00886	1556 RIVERTOWN PL	rough in plumbing for new construction	Plumbing	Finald	R - New Townhouse	10/15/2021	08/10/2022	3,246.00	\$5,000.00
BLD2021-08525	206 UNION ST	Converting existing retails space to new Nail Salon.	Building	Issued	C - Tenant Layout	11/15/2021		462.00	\$9,000.00
ELE2022-04601	206 UNION ST	Converting existing retails space to new Nail Salon. TAKE-OVER PERMIT FROM ELE2022-01996	Electrical	Issued	C - Tenant Layout	03/23/2022		462.00	\$2,000.00
MEC2022-01112	206 UNION ST	Converting existing retails space to new Nail Salon.	Mechanical	Issued	C - Tenant Layout	01/14/2022		462.00	\$3,000.00
PLB2022-01118	206 UNION ST	Converting existing retails space to new Nail Salon.	Plumbing	Issued	C - Tenant Layout	03/01/2022		462.00	\$500.00
ELE2023-00837	104 WASHINGTON ST	Adding 240volts 20amps outlet in garage **FOR WOOD JOINTER PER DISCUSSION WITH ELE CONTRACTOR**	Electrical	Issued	R - Alteration/Repair	08/11/2022		0.00	\$350.00
BLD2021-00870	127 WASHINGTON ST	A/R TO ADD BEDROOM & QUARTERS ABOVE KITCHEN	Building	Issued	R - Alteration/Repair	11/09/2020		600.00	\$50,000.00
ELE2021-02202	127 WASHINGTON ST	Add bedroom and quarters above kitchen	Electrical	Issued	R - Alteration/Repair	11/15/2020		2,000.00	\$4,000.00
MEC2021-01175	127 WASHINGTON ST	install heat pump with duct work	Mechanical	Issued	R - Alteration/Repair	11/20/2020		4,000.00	\$12,000.00
PLB2021-02432	127 WASHINGTON ST	A/R TO ADD BEDROOM & QUARTERS ABOVE KITCHEN	Plumbing	Issued	R - Alteration/Repair	04/01/2021		600.00	\$20,000.00
BLD2022-02442	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Building	Issued	C - Tenant Layout	06/17/2022		638.00	\$7,500.00
ELE2022-03991	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Electrical	Pending	C - Tenant Layout			638.00	\$7,500.00
MEC2022-01565	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Mechanical	Pending	C - Tenant Layout			638.00	\$7,500.00
PLB2022-01433	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Plumbing	Pending	C - Tenant Layout			638.00	\$7,500.00

**END OF REPORT**

**TOWN OF OCCOQUAN**  
**FINANCIAL STATEMENTS**  
**AS OF 8/31/2022**

	As of 7/1/22 (unaudited)	Unaudited Income/ (Loss) YTD FY23	As of 8/31/2022
<b>Nonspendable<sup>1</sup>:</b>			
<b>Mamie Davis Fund</b>	\$ 100,000		\$ 100,000
<b>Restricted<sup>2</sup>:</b>			
<b>E-Summons Fund</b>	\$ 22,085	\$ 1,768	\$ 23,853
<b>Assigned:</b>			
<b>Operating Reserves</b>	\$ 190,346		\$ 190,346
<b>Events Fund</b>	\$ 25,000	\$ 32,337	\$ 57,337
<b>CIP Fund</b>	\$ 101,000	\$ (12,336)	\$ 88,664
<b>Public Safety Grant Fund</b>	\$ 13,206	\$ (1,238)	\$ 11,967
<b>Mamie Davis Park Fund</b>	\$ 11,492	\$ 1	\$ 11,493
<b>PEG Fund</b>	\$ 1,776	\$ -	\$ 1,776
<b>Subtotal Assigned:</b>	\$ 342,819	\$ 18,764	\$ 361,582
<b>Unassigned</b>	\$ -	\$ (51,796)	\$ (51,796)
<b>Total Available Fund Balance:</b>	<b>\$ 471,525</b>	<b>\$ (37,885)</b>	<b>\$ 433,639</b>

**Additional Information:**

<b>SLFRF Balance:</b>	\$ 474,780		\$ 474,780
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**Note 1** GASBS 54 ¶ 7

**Note 2** GASBS 54 ¶ 8

The Town of Occoquan  
Profit & Loss Budget Performance  
July through August 2022

	Jul - Aug 22	Annual Budget	Over/(Under) Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40000 · TAXES</b>				
40010 · Real Estate	\$ -	\$ 275,492	\$ (275,492)	0%
40020 · Meals Tax	\$ 54,410	\$ 282,499	\$ (228,089)	19%
40030 · Sales Tax	\$ 6,527	\$ 36,000	\$ (29,473)	18%
40040 · Utility Tax	\$ 4,861	\$ 30,000	\$ (25,139)	16%
40050 · Communications Tax	\$ 5,462	\$ 33,000	\$ (27,538)	17%
40060 · Transient Occupancy Tax	\$ 2,701	\$ 14,500	\$ (11,799)	19%
<b>Total 40000 · TAXES</b>	<b>\$ 73,967</b>	<b>\$ 671,491</b>	<b>\$ (597,524)</b>	<b>11%</b>
<b>41000 · FEES/LICENSES</b>				
41010 · Vehicle License	\$ 314	\$ 11,000	\$ (10,687)	3%
41020 · Business Licenses	\$ 30	\$ 68,800	\$ (68,770)	0%
41030 · Late Fees	\$ 419	\$ 2,500	\$ (2,081)	17%
41040 · FINES (PUBLIC SAFETY)	\$ 45,820	\$ 345,000	\$ (299,180)	13%
41100 · Administrative Fees	\$ 2,170	\$ 10,000	\$ (7,830)	22%
41120 · Service Revenue - Eng	\$ 3,885	\$ 10,000	\$ (6,115)	39%
41130 · Service Revenue - Legal	\$ -	\$ 10,000	\$ (10,000)	0%
41140 · Service Revenue - Other	\$ -	\$ 500	\$ (500)	0%
41000 · FEES/LICENSES - Other	\$ -	\$ 1,500	\$ (1,500)	0%
<b>Total 41000 · FEES/LICENSES</b>	<b>\$ 52,986</b>	<b>\$ 459,300</b>	<b>\$ (406,314)</b>	<b>12%</b>
<b>42000 · GRANTS</b>				
42010 · LITTER	\$ -	\$ 1,329	\$ (1,329)	0%
42020 · HB 599	\$ -	\$ 35,688	\$ (35,688)	0%
42021 · NHSTA (DMV)	\$ -	\$ 15,000	\$ (15,000)	0%
42030 · SLFRF	\$ -	\$ 30,225	\$ (30,225)	0%
<b>Total 42000 · GRANTS</b>	<b>\$ -</b>	<b>\$ 82,242</b>	<b>\$ (82,242)</b>	<b>0%</b>
<b>43000 · RENTALS</b>				
43020 · River Mill Park	\$ 500	\$ 3,000	\$ (2,500)	17%
43030 · Mamie Davis Park Rental	\$ 300	\$ 2,000	\$ (1,700)	15%
43040 · 200 Mill Street Lease	\$ -	\$ 7,613	\$ (7,613)	0%
<b>Total 43000 · RENTALS</b>	<b>\$ 800</b>	<b>\$ 12,613</b>	<b>\$ (11,813)</b>	<b>6%</b>
<b>44000 · OTHER</b>				
44010 · General Fund Interest	\$ 2,676	\$ 900	\$ 1,776	297%
44060 · Other	\$ 1,280	\$ 1,000	\$ 280	128%
<b>Total 44000 · OTHER</b>	<b>\$ 3,956</b>	<b>\$ 1,900</b>	<b>\$ 2,056</b>	<b>208%</b>
<b>Total Income</b>	<b>\$ 131,710</b>	<b>\$ 1,227,546</b>	<b>\$ (1,095,836)</b>	<b>11%</b>
<b>Gross Profit</b>	<b>\$ 131,710</b>	<b>\$ 1,227,546</b>	<b>\$ (1,095,836)</b>	<b>11%</b>
<b>Expense</b>				
<b>Total 60000 · PERSONNEL SERVICES</b>	<b>\$ 98,119</b>	<b>\$ 708,934</b>	<b>\$ (610,814)</b>	<b>14%</b>
<b>Total 60400 · PROFESSIONAL SERVICES</b>	<b>\$ 20,288</b>	<b>\$ 169,321</b>	<b>\$ (149,033)</b>	<b>12%</b>
<b>Total 60800 · INFORMATION TECH SERV</b>	<b>\$ 6,963</b>	<b>\$ 31,100</b>	<b>\$ (24,137)</b>	<b>22%</b>
<b>Total 61200 · MATERIALS AND SUPPLIES</b>	<b>\$ 5,078</b>	<b>\$ 27,230</b>	<b>\$ (22,152)</b>	<b>19%</b>
<b>Total 61600 · OPERATIONAL SERVICES</b>	<b>\$ 3,701</b>	<b>\$ 9,000</b>	<b>\$ (5,299)</b>	<b>41%</b>
<b>Total 62000 · CONTRACTS</b>	<b>\$ 19,859</b>	<b>\$ 112,382</b>	<b>\$ (92,523)</b>	<b>18%</b>
<b>Total 62400 · INSURANCE</b>	<b>\$ 10,057</b>	<b>\$ 33,690</b>	<b>\$ (23,633)</b>	<b>30%</b>
<b>Total 62800 · PUBLIC INFORMATION</b>	<b>\$ 907</b>	<b>\$ 5,020</b>	<b>\$ (4,113)</b>	<b>18%</b>
<b>Total 63200 · ADVERTISING</b>	<b>\$ 1,260</b>	<b>\$ 2,000</b>	<b>\$ (740)</b>	<b>63%</b>
<b>Total 63600 · TRAINING AND TRAVEL</b>	<b>\$ 3,947</b>	<b>\$ 18,210</b>	<b>\$ (14,263)</b>	<b>22%</b>
<b>Total 64000 · VEHICLES AND EQUIPMENT</b>	<b>\$ 8,324</b>	<b>\$ 27,210</b>	<b>\$ (18,886)</b>	<b>31%</b>
<b>Total 64400 · SEASONAL</b>	<b>\$ -</b>	<b>\$ 10,500</b>	<b>\$ (10,500)</b>	<b>0%</b>
<b>64700 · FACILITIES EXPENSE</b>				
Total 64800 · TOWN HALL	\$ 3,213	\$ 11,890	\$ (8,677)	27%
Total 65200 · MILL HOUSE MUSEUM	\$ -	\$ 6,500	\$ (6,500)	0%
Total 65600 · 200 MILL ST	\$ -	\$ 500	\$ (500)	0%

The Town of Occoquan  
Profit & Loss Budget Performance  
July through August 2022

	Jul - Aug 22	Annual Budget	Over/(Under) Budget	% of Budget
Total 66000 · ANNEX / MAINTENANCE YARD	\$ 395	\$ 5,910	\$ (5,515)	7%
Total 66400 · MILL ST STORAGE FACILITY	\$ -	\$ 250	\$ (250)	0%
Total 66800 · RIVER MILL PARK & FACIL	\$ 3,083	\$ 16,200	\$ (13,117)	19%
Total 67200 · MAMIE DAVIS PARK & RIVERWALK	\$ 530	\$ 3,600	\$ (3,070)	15%
Total 67600 · TANYARD HILL ROAD PARK	\$ -	\$ 250	\$ (250)	0%
Total 68000 · FURNACE BRANCH PARK	\$ -	\$ 250	\$ (250)	0%
Total 68400* · STREETS AND SIDEWALKS	\$ 2,710	\$ 3,000	\$ (290)	90%
Total 68800 · HISTORIC DISTRICT	\$ 2,932	\$ 24,600	\$ (21,668)	12%
Total 64700 · FACILITIES EXPENSE	\$ 12,863	\$ 72,950	\$ (60,087)	18%
Total Expense	\$ 191,365	\$ 1,227,546	\$ (1,036,181)	16%
Net Ordinary Income	\$ (59,655)	\$ (0)	\$ (59,655)	
Net Income	\$ (59,655)	\$ (0)	\$ (59,655)	

CIP FUND

Ordinary Income/Expense				
Income				
42000 · GRANTS	\$ -	\$ 165,000	\$ (165,000)	0%
Total Income	\$ -	\$ 165,000	\$ (165,000)	0%
Gross Profit	\$ -	\$ 165,000	\$ (165,000)	0%
Net Ordinary Income	\$ -	\$ 165,000	\$ (165,000)	0%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
70003 · Street Maintenance	\$ -	\$ 10,000	\$ (10,000)	0%
70004 · Sidewalk Maintenance	\$ 6,400	\$ -	\$ 6,400	
70005 · Building Maintenance	\$ 5,936	\$ 74,500	\$ (68,564)	8%
70006 · Stormwater Management	\$ -	\$ 155,000	\$ (155,000)	0%
70014 · Timed Parking Equipment	\$ -	\$ 5,500	\$ (5,500)	0%
74001 · Vehicles & Equipment	\$ -	\$ 16,000	\$ (16,000)	0%
76001 · Computer Upgrades	\$ -	\$ 5,000	\$ (5,000)	0%
Total 70000 · CIP EXPENSE	\$ 12,336	\$ 266,000	\$ (253,664)	5%
Total Other Expense	\$ 12,336	\$ 266,000	\$ (253,664)	5%
Net Other Income	\$ (12,336)	\$ (266,000)	\$ 253,664	5%
Net Income	\$ (12,336)	\$ (101,000)	\$ 88,664	12%

E-Summons Fund

Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41040 · FINES (PUBLIC SAFETY)				
41170 · E-Summons	\$ 1,757	\$ 12,000	\$ (10,243)	15%
Total 41040 · FINES (PUBLIC SAFETY)	\$ 1,757	\$ 12,000	\$ (10,243)	15%
41160 · Convenience Fees	\$ 11			
Total 41000 · FEES/LICENSES	\$ 1,768	\$ 12,000	\$ (10,232)	15%
Total Income	\$ 1,768	\$ 12,000	\$ (10,232)	15%
Gross Profit	\$ 1,768	\$ 12,000	\$ (10,232)	15%
Expense				
Total 60800 · INFORMATION TECH SERV	\$ -	\$ 1,750	\$ (1,750)	0%
Total 61200 · MATERIALS AND SUPPLIES	\$ -	\$ 1,400	\$ (1,400)	0%
Total Expense	\$ -	\$ 3,150	\$ (3,150)	0%
Net Ordinary Income	\$ 1,768	\$ 8,850	\$ (7,082)	20%
Net Income	\$ 1,768	\$ 8,850	\$ (7,082)	20%



The Town of Occoquan  
Profit & Loss Budget Performance  
July through August 2022

	Jul - Aug 22	Annual Budget	Over/(Under) Budget	% of Budget
<b>EVENTS FUND<sup>1</sup></b>				
Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41160 · Convenience Fees	\$ 784	\$ 5,500	\$ (4,716)	14%
Total 41000 · FEES/LICENSES	\$ 784	\$ 5,500	\$ (4,716)	14%
42000 · GRANTS	\$ -	\$ 10,000	\$ (10,000)	0%
44000 · OTHER				
44020 · Events Fund Interest	\$ 23	\$ 1,200	\$ (1,177)	2%
44040 · Bricks Revenue	\$ 114	\$ 1,800	\$ (1,686)	6%
Total 44000 · OTHER	\$ 137	\$ 3,000	\$ (2,863)	5%
47000 · EVENTS REVENUE				
47010 · Sponsorships	\$ 4,285	\$ 13,000	\$ (8,715)	33%
47020 · Booth Rentals	\$ 73,080	\$ 138,195	\$ (65,115)	53%
47021 · Ticket Sales				
Total 47021 · Ticket Sales	\$ 1,523	\$ 11,100	\$ (9,577)	14%
47030 · Shuttle Fees	\$ -	\$ 66,600	\$ (66,600)	0%
47040 · Parking Space Sales	\$ 4,500	\$ 7,725	\$ (3,225)	58%
47060 · Merchandise	\$ 20	\$ 1,750	\$ (1,730)	1%
Total 47000 · EVENTS REVENUE	\$ 83,408	\$ 238,370	\$ (154,962)	35%
Total Income	\$ 84,329	\$ 256,870	\$ (172,541)	33%
Expense				
Total 60000 · PERSONNEL SERVICES	\$ 7,724	\$ 71,548	\$ (63,823)	11%
Total 60400 · PROFESSIONAL SERVICES	\$ 2,518	\$ 10,000	\$ (7,482)	25%
Total 60800 · INFORMATION TECH SERV	\$ 230			
Total 61200 · MATERIALS AND SUPPLIES	\$ 1,531	\$ 9,400	\$ (7,869)	16%
Total 62000 · CONTRACTS	\$ 30,127	\$ 64,875	\$ (34,748)	46%
Total 63200 · ADVERTISING	\$ 4,727	\$ 25,500	\$ (20,773)	19%
64700 · FACILITIES EXPENSE				
Total 66800 · RIVER MILL PARK & FACIL	\$ 35	\$ 650	\$ (615)	5%
Total 64700 · FACILITIES EXPENSE	\$ 35	\$ 650	\$ (615)	5%
Total 69200 · SPECIAL EVENTS	\$ 5,101	\$ 14,250	\$ (9,149)	36%
Total Expense	\$ 51,993	\$ 196,223	\$ (144,230)	26%
Net Income	\$ 32,337	\$ 60,647	\$ (28,311)	53%
<b>MAMIE DAVIS PARK</b>				
Ordinary Income/Expense				
Income				
44000 · OTHER				
44030 · Mamie Davis Park Interest	\$ 1	\$ 500	\$ (499)	0%
Total 44000 · OTHER	\$ 1	\$ 500	\$ (499)	0%
Total Income	\$ 1	\$ 500	\$ (499)	0%
Net Ordinary Income	\$ 1	\$ 500	\$ (499)	0%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
72005 · Mamie Davis Park Renovations	\$ -	\$ 5,000	\$ (5,000)	0%
Total 70000 · CIP EXPENSE	\$ -	\$ 5,000	\$ (5,000)	0%
Total Other Expense	\$ -	\$ 5,000	\$ (5,000)	0%
Net Income	\$ 1	\$ (4,500)	\$ 4,501	0%
<b>TOTAL NET INCOME (LOSS) ALL FUNDS</b>	<b>\$ (37,885)</b>	<b>\$ (36,003)</b>	<b>\$ (1,883)</b>	<b>105%</b>

Note 1: Includes amounts collected for Fall Craft Show 2022

The Town of Occoquan  
Balance Sheet Prev Year Comparison  
As of August 31, 2022

	Aug 31, 22	Aug 31, 21	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10001 · Petty Cash - Operating	100.00	49.00	51.00
10010 · Petty Cash - Events	0.00	50.00	-50.00
10022 · Operating Account 0058	44,136.18	42,399.76	1,736.42
10024 · Reserves MM	200,285.11	0.00	200,285.11
10029 · Events Fund - Checking 3126	40,216.67	20,145.73	20,070.94
10030 · Events Fund - Checking B&H	0.00	19,963.72	-19,963.72
10031 · Events Fund CD - B&H	0.00	200,000.00	-200,000.00
10033 · Events Fund - Paypal	14,380.90	10,519.81	3,861.09
10034 · VIP - Investment Pool			
25-0001 · VIP 1-3 Year Bond Fund 0001	0.00	251.28	-251.28
25-5001 · VIP NAV Liquidity Pool 5001	953,328.45	474,780.42	478,548.03
<b>Total 10034 · VIP - Investment Pool</b>	<b>953,328.45</b>	<b>475,031.70</b>	<b>478,296.75</b>
10080 · Mamie Davis Checking - B&H	0.00	6,807.71	-6,807.71
10081 · Mamie Davis CD - B&H	0.00	100,000.00	-100,000.00
10082 · Mamie Davis Savings	7,107.38	0.00	7,107.38
10083 · Mamie Davis CD	100,000.00	0.00	100,000.00
10091 · Bricks - PayPal	194.08	0.00	194.08
10094 · Event Fund - MM 5997	15,565.08	39,546.89	-23,981.81
10095 · Bricks MM 2125	12,303.14	11,297.38	1,005.76
<b>Total Checking/Savings</b>	<b>1,387,616.99</b>	<b>925,811.70</b>	<b>461,805.29</b>
Accounts Receivable			
10180 · Accounts Receivable	85,760.80	110,456.11	-24,695.31
<b>Total Accounts Receivable</b>	<b>85,760.80</b>	<b>110,456.11</b>	<b>-24,695.31</b>
Other Current Assets			
14990 · Undeposited Funds	425.00	34,425.33	-34,000.33
<b>Total Other Current Assets</b>	<b>425.00</b>	<b>34,425.33</b>	<b>-34,000.33</b>
<b>Total Current Assets</b>	<b>1,473,802.79</b>	<b>1,070,693.14</b>	<b>403,109.65</b>
<b>TOTAL ASSETS</b>	<b>1,473,802.79</b>	<b>1,070,693.14</b>	<b>403,109.65</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	48,805.16	52,480.42	-3,675.26
<b>Total Accounts Payable</b>	<b>48,805.16</b>	<b>52,480.42</b>	<b>-3,675.26</b>
Credit Cards			
22000 · Credit Cards			
<b>Total 22000 · Credit Cards</b>	<b>8,435.15</b>	<b>8,872.67</b>	<b>-437.52</b>
<b>Total Credit Cards</b>	<b>8,435.15</b>	<b>8,872.67</b>	<b>-437.52</b>
Other Current Liabilities			
20935 · Performance Bond	35,988.55	4,367.50	31,621.05
20960 · Unearned Other Revenue			
20970 · Rental	1,050.00	2,400.00	-1,350.00
20972 · Unearned CARES Act Revenue	0.00	8,807.24	-8,807.24
20973 · Unearned SLFRF Revenue	949,560.76	474,780.38	474,780.38
<b>Total 20960 · Unearned Other Revenue</b>	<b>950,610.76</b>	<b>485,987.62</b>	<b>464,623.14</b>
20980 · Unearned R.E. Tax	1,741.56	8,760.01	-7,018.45
21200 · Payroll Liabilities			
<b>Total 21200 · Payroll Liabilities</b>	<b>5.29</b>	<b>5.27</b>	<b>0.02</b>
<b>Total Other Current Liabilities</b>	<b>988,346.16</b>	<b>499,120.40</b>	<b>489,225.76</b>
<b>Total Current Liabilities</b>	<b>1,045,586.47</b>	<b>560,473.49</b>	<b>485,112.98</b>
<b>Total Liabilities</b>	<b>1,045,586.47</b>	<b>560,473.49</b>	<b>485,112.98</b>
Equity			
	428,216.32	510,219.65	-82,003.33
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,473,802.79</b>	<b>1,070,693.14</b>	<b>403,109.65</b>